

# City of Seal Beach



## PROCESS & FEES:

If you have any questions regarding business license applications please contact City Hall Monday thru Friday 8:00am to 5:00pm at (562) 431-2527 x 1310 (closed 12 to 1pm for lunch). **Regardless of business type, please fill out the application in its entirety.**

**FEES:** Business licenses run on the city's fiscal year which is July 1, 2010 thru June 30, 2011 and are \$207.00. There are *exceptions to this rate* for certain business types per city code. Upon approval, you will be invoiced according to the city code's fee schedule, usually within a two week period (*please DO NOT send payment w/application*). Also, per city code, all rates, are adjusted by the CPI each year (at the City Council's discretion). Business's with a start date beyond January 1 pay a pro rated fee of half the standard rate, regardless of how close the start date is to the end of the fiscal period. **Business license accounts DO NOT close themselves. Should you discontinue doing business within the city or decide not to pursue your license, you must notify the City.**

**ZONING REQUIREMENTS:** Once received, business license applications are routed to the Planning Department which is responsible for approving all licenses. The Planning Department's review of an application focuses primarily on whether or not the proposed business activity is an allowable use within the underlying zone in which the business activity is located. Applications are also reviewed for applicable parking requirements.

You may contact the Planning Department prior to submitting your application by calling (562) 431-2527 x 1316. This will ensure that the proposed business is allowable.

**BUILDING PERMITS:** If you plan to remodel, post or put up signs, or change anything in the building's interior or exterior, you may need a permit. Contact the Building Department at (562) 431-2527 x 1323 for further information and code requirements.

**POLICE DEPARTMENT NOTIFICATION FORM:** Unless otherwise notified, only those applicants in the business of *care giving and massage therapy* are **required** to complete a Police Notification Form, in addition to all other forms, in order to obtain a City License. This form will be kept on record at the City of Seal Beach Police Department in case of emergencies when owner notification is necessary.

**COMPLETION OF THE ATTACHED APPLICATION:** All applicants are required to submit all applicable identification numbers i.e. federal tax identification number or social security number. Also, please attach a copy of your fictitious business name statement. A health permit is required from the Orange County Health Department for any dispensing, selling or processing of food. Please attach a copy of your permit if this applies to your business.

Thank you for your interest in the City of Seal Beach as a business opportunity.